Information Technology Investment Board

MINUTES
Commonwealth IT Solutions Committee

Wednesday, April 5, 2006
Virginia Information Technologies Agency (VITA) Auditorium
110 South Seventh Street, Richmond, VA

Attendance
Members Present:

The Honorable Aneesh Chopra, Chair
Kenneth S. Johnson, Sr.
Walter J. Kucharski
Jim McGuirk
Alexander "Sandy" Thomas

Member Absent:

None

Others Present:

Jerry Simonoff, VITA Strategic Management Services Director
Dan Ziomek, VITA Associate Director for Project Management

Call to Order

Secretary Aneesh Chopra called the Commonwealth IT Solutions Committee to order at 3:35 p.m. Following a roll call by Dan Ziomek, Secretary Chopra acknowledged that a quorum of the members were present.

Approval of Minutes

Mr. Chopra called for approval of the minutes for the March 22, 2006, Committee meeting.

MOTION: A motion was made by Mr. McGuirk that the minutes of the March 22, 2006, meeting of the Commonwealth IT Solutions Committee be approved as written. Seconded by Mr. Ken Johnson, the motion carried unanimously.

Commonwealth EA Program Update

Mr. Tim Bass, Deputy Secretary of Technology, shared with the committee members an update on the Commonwealth Enterprise Applications (EA) Program. Mr. Bass presented highlights of an alternate EA Program approach, based on guidance received from the ITIB and ongoing discussions with the General Assembly. The EA Program governance structure

has been amended to include representation from the judicial and legislative branches, higher education, and the Council on Virginia's Future (COVF) in certain specific areas, particularly performance based budgeting. The most significant aspect of the alternate approach is a revision from the original broad scope of the program, covering the functional areas of human resources, administration, finance, and supply chain, to a focus on expediting delivery of a modern intergraded financial management system for the enterprise. The EA Program will continue to pursue enhanced collection and cost recovery. The General Assembly will provide $15 million for this revised approach.

Mr. Bass indicated the EA Program would be getting approval in the near future to proceed with selection and purchase of a best practices-based COTS financial management system that will support reform of financial management policy at the statewide level. The Program will stand up that product in a technical test environment. In addition, the Program will complete a general design of the financial management system including a fit gap analysis. This effort is scheduled to be completed by July 2007. The $15 million funding includes reduced vendor fees for a COVA software product and 200 start-up licenses, the estimated VITA infrastructure cost, and the estimated independent verification and validation (IV&V) costs. Detail planning is underway for this approach and will be presented to the EA Executive Board and ITIB for review.

Commonwealth Major IT Project Status Report

Mr. George Williams, VITA Project Management Division (PMD), gave a status report on major information technology projects. He briefed committee members on changes that had been made in the report format since February to allow for APA comments and agency ratings. He noted that there were 20 active projects in the current report and one project that had entered closeout - Department of Corrections' Automated Offender Sentence Calculation Project.

Overall, the report indicates that there were two projects assessed as Red: State Board of Elections' Virginia Election and Registration Information System; and, the Virginia Department of Transportations' Roadway Network System. Mr. Williams also informed the committee that there were four projects assessed as Yellow: the Jamestown-Yorktown Foundation Ticketing, Scheduling and Resource Management Software Implementation; the Department of Professional & Occupational Regulations' Electronic Access to Government Licensing and Enforcement System; the Virginia Information Technologies Agencies PeopleSoft Business Planning and Budgeting; and, the Virginia Information Technologies Agencies Road Centerline Project. The report can be viewed at the following link. http://www.vita.virginia.gov/ITIB/docs/2006/060405/060405MajorITProjectStatus Report.xls

Discussion followed, including committee requests for information about lessons learned from experience with active projects. Dan Ziomek, VITA PMD, indicated that lessons learned information is requested from agencies as part of the project closeout and post implementation reporting process.

*STAFF ACTION: **Provide IT Solutions Committee members copies of all project Closeout and Post Implementation Reports, upon receipt from agencies.***

Approval of Agency (Interim) FMS- Department of Veterans Services Non-major Project Initiation Request

Using the Department of Veterans Services as an example, Mr. George Williams, VITA PMD, gave a presentation on the approval process for agency (interim) financial management systems (FMS) and related enterprise solutions. Mr. Williams noted that PMD is receiving IT projects for Development Approval that may be within scope for the Commonwealth EA Program. Mr. Williams described the present project review process and procedures for review of projects that may be impacted by the EA Program. The presentation can be located at the following link.
http://www.vita.virginia.gov/ITIB/docs/2006/060405/060405ApprovalofAgencyInterimFinancialManagementSystem.pdf
As part of discussion, the Committee approved the following motion:

MOTION: A motion was made by Mr.Kucharski to approve the recommended PMD procedure for the review of projects within scope of the Enterprise Applications Program. Seconded by Mr. McGuirk, the motion carried unanimously.

Development of Work Plan

Mike Sandridge, VITA PMD, presented committee members with a draft work plan. Mr. Sandridge explained that it was for the Committee's information and changes would be made as necessary during the year.

Commonwealth Major IT Project Management and Oversight Process

At the request of committee members, Dan Ziomek, VITA PMD, presented an overview of the current Commonwealth process for the management and oversight of Major It Projects. The presentation can be located at the following link.
http://www.vita.virginia.gov/ITIB/docs/2006/060405/060405ProjectManagementandOversight.pdf
Committee discussion included the following action:

STAFF ACTION: Utilize the current Project Balanced Scorecard (EA) review criteria as selection criteria for EA projects in 2006 RTIP Reporting process.

Other Business

No other business was discussed.

Public Comment

 There was no public comment.

Adjournment

The meeting was adjourned at 5:25 p.m.